

City of Chattanooga, TN
Personnel Class Specification

Class code 0334

FLSA: Non-Exempt

CLASSIFICATION TITLE: FORESTRY INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate protection for trees on City right-of-way areas by reviewing site plans, issuing tree permits, and coordinating work activities of developers, work crews, or other individuals working near City trees.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides for the protection of trees on City right-of-way areas; ensures compliance with all applicable ordinances, codes, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Coordinates tree planting plans and tree protection activities with Sidewalk Committee, Safewalk Planner, Landscape Ordinance Coordinator, or other City officials or organizations; requests relocation of driveways, utilities, or other planned facilities to minimize potential loss of publicly owned trees.

Reviews site plans to ensure compliance with City tree ordinance; makes corrective recommendations or approves permit issuance as appropriate.

Issues permits which specify tree protection measures/guidelines to developers, architects, engineers, or other individuals working around City trees.

Conducts site inspections to monitor compliance of work activities with approved site plans and grading plans; issues citations as needed.

Conducts inventory counts of right-of-way trees along City streets; enters tree inventory information into computer database; maintains current inventory records.

Writes tree protection specifications; determines appropriate tree protection measures.

Assists with preparation of Street Tree Planting Plan and in developing long term plans relating to planting and maintenance of City trees.

Provides budgetary recommendations relating to area of assignment.

Compiles or monitors statistical data relating to tree inventory counts, tree populations, tree valuations, or other issues; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports.

Prepares or completes various forms, reports, correspondence, tree permits, activity reports, or other documents.

Receives various forms, reports, correspondence, site plans, grading plans, specifications, ordinances, textbooks, technical journals, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, e-mail, or other software programs.

Maintains records of permits issued and other department activities.

Assists with cyclical pruning and paving pruning; contacts homeowners along proposed route to explain the reason for over-the-road pruning.

Coordinates work crew activities and serves as crew member during major storms or other emergency situations to maximize protection of trees.

Performs various manual tasks associated with tree protection activities, which may include planting trees, measuring trees, taking samples from trees, spraying pesticides, cutting tree limbs, removing trees/branches from roadways, dragging brush, or flagging traffic.

Operates a variety of equipment and tools associated with work activities, which may include a utility truck, backhoe/loader, chain saw, hand saw, drill, spray pump, increment bore, hypsometer, measuring devices, shovel, hand tools, or mechanic tools.

Communicates with supervisor, employees, other departments, city officials, contractors, developers, architects, engineers, landscapers, homeowners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings; participates in court proceedings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Investigates and prioritizes service requests.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Forestry, Urban Forestry, Horticulture, Landscape Architecture, or closely related field; supplemented by one (1) year previous experience and/or training involving tree identification, tree protection, and tree maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license with appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks

require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or bright/dim light.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.